

Executive Summary

This Regulatory Guide 3.4 has been developed to streamline the application process of a portable gauging device or XRF for the applicant. A copy of the application NRH-5 “Application for Material License.” is located in Appendix A of this Guide.

“Supporting Information Requested in Items 4 through 14 of NRH Form 5” located in Appendix B is a checklist to help the applicant complete NRH-5. Appendix B should be completed and attached to the application NRH-5 when submitting it. Each section of the checklist (Appendix B) refers to a number on the application NRH-5. Part III of this guide gives detailed explanation concerning how to complete each part and an explanation.

Appendix C through U provide examples, models and additional information that can be used when completing the application. Appendix C is an example of a portable gauge license. It contains the conditions most often found in portable gauging devices or XRF’s. However all licenses will not have the same conditions.

It typically takes 60-90 days for a license to be issued plus additional time if the application is not complete. Appendix D is a checklist that is used by the Agency to review the applications. When submitting the application be sure to include the appropriate application fee for a portable gauging device or XRF.

In summary the applicant will need to do the following to submit an application for a portable gauging device or XRF.

- Use this regulatory guide to prepare the application NRH-5.
 - Complete the application NRH-5 (Appendix A) and the checklist (Appendix B.) See Part III of the guide for additional information.
 - In addition to Appendix A and B each application will need to include the following appendices or alternative procedures:
 - Appendix E “Duties of the Radiation Safety Officer”
 - Appendix F “Operating and Emergency Procedures”
 - Appendix G “Facility Diagram”
- Include any additional attachments.
All supplemental pages should be typed on 8 ½” x 11” paper.
Please identify all attachments with the applicants name and license number (if a renewal), item number which it relates to on Appendix B, page number and application date.
- Avoid submitting proprietary information unless it is absolutely necessary.
 - Submit an original signed application along with attachments and if possible an electronic copy on a diskette or CD.
 - Submit the application fee.
 - Retain one copy of the license application and attachments for future reference.
 - The license will require that radioactive material be possessed and used in accordance with statements, representation and procedures provided in the application and supporting documentation.

If you have any questions about the applications process please contact this office at (402)471-2079.

Our website is located at: <http://www.hhs.state.ne.us/rad/radindex.htm>